

## **1610.01 Non-Discrimination**

Issued January 1, 1994

SUBJECT: Non-Discrimination.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To describe general duties of Executive Branch Departments and Sub-units with regard to non-discrimination.

CONTACT AGENCY: Department of Civil Rights.

TELEPHONE: 517/373-3165

FAX: 517/241-0546

SUMMARY:

Executive Branch Departments and Sub-units must be aware of applicable civil rights laws and must acquaint their employees with same. They are required by rule to post the Department of Civil Rights' equal opportunity poster in a location where it can readily be seen by employees.

Executive Order 1990-8, which establishes the Michigan Equal Employment and Business Opportunity Council, requires Executive Branch Departments to present annual equal employment opportunity plans to the Council. The Council transmits the plans to the Department of Civil Rights. Civil Rights staff reviews these plans in accordance with the procedures for all voluntary affirmative action plans (See Procedure 1620.01), then presents them to the Civil Rights Commission for approval.

The Department of Civil Rights also is responsible for the State's contract compliance program (See Procedure 1630.01) and business certification program (See Procedure 1640.01).

The Department's regulatory activities are in response to complaints which may be filed by claimants or initiated by the Department. Its Enforcement Bureau accepts and investigates complaints of unlawful discrimination and, where it is found, seeks legal remedies through conciliation and hearings. The Community Services Bureau works to ensure voluntary compliance with anti-discrimination guarantees in a variety of settings--schools, the workplace, neighborhoods -- and engages in efforts to prevent discrimination.

The Department makes available a number of pamphlets and brochures explaining Michigan's civil rights laws. These include: Michigan Civil Rights Commission and Michigan Department of Civil Rights Rules, Public Act 220, Public Act 453, Procedures in Investigating and Resolving Complaints, MCRC Equal Opportunity Poster, Pre-Employment Inquiry Guide, For Victims of Unlawful Discrimination, Michigan Handicapper Rights (Information for Handicappers; Information for Employers and Service Providers), Civil Rights Protections in Michigan, Civil Rights Questions and Answers, Basic Steps (To Develop Effective Equal Opportunity Programs), Directive to State Contractors and Bidders, Stop Unlawful Discrimination on Campus, Dealing With Unlawful Discrimination on Campus, and Civil Rights Programs--Here For You (videotape).

APPLICABLE FORMS: None.

PROCEDURES: Contact agency.

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